

~~CONFIDENTIAL~~

Memo for record

28 July 1965

Subject: DCI/ER document indexes — 1959 sample

Of general interest for historical reference, the DCI/Executive Registry has over the years maintained a variety of indexes, especially in looseleaf 3x5 form, as an adjunct to its "ER"-numbered logging system for controlling communications passing through the Director's office. By the use of manifold carbon copies, typed up in making up a given master log entry for an incoming ~~or~~ outgoing document, several indexes result, some of which have major usefulness for tracing historical questions, as follows:

1. The numerical index, arranged by ER number; this is the master slip that contains not only the facts about the incoming document but also its later disposition. This index is especially useful for tracing related papers, such as basic papers relating to a transmittal which are filed not in DCI/ER for in one of the other major component offices or directorates. *This, in effect, is a massive chrono file —*

(alphabet)

2. Alphabetical index, one for each year, arranged according to the name of the person or agency which was addressing a communication to the DCI, or the addressee of the DCI's communication.

3. "To and From" index, for handling intra-Agency communications with major directorates, especially the DDP and the DDI, each of which are represented by a separate index, for example in 1959, *each in a single chronology? (re-check)*

4. So-called "Subject" index. The index for 1959 includes the following headings which relate primarily to key words and concepts/which DCI/ER personnel customarily serviced the files for the DCI's staff assistants who needed to have the files searched:

A (misc. heading for names, acronyms, etc.)  
 Activities  
 Address (speeches)  
 Africa  
 Air Force  
 Air War College  
 Application (for jobs, primarily)  
 Appointment (for jobs, or ~~for~~ requests for interviews)  
 Appreciation (commendations, for example)  
 Arab  
 Argentina  
 Army  
 Article (e.g., articles of press interest involving CIA)  
 Asia  
 Assignment  
 Atomic Energy Commission  
 Australia  
 Austria  
 Award

"B" (personal names, acronyms, etc.)

Berlin

Bill (legislation before Congress)

HS/HC.

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25X1

*DCI*

16 Jan. 1964 - draft

Memorandum for record

By:   *historical*Subject: Summary list of O/DCI records for the Dulles period (1953-61),  
on deposit in the CIA Records Center

Since my previous survey in October 1958 (see memo dated Oct. 22, 1958), the following additional collections of historically-useful records of O/DCI have been retired, by the Executive Registry, to the Records Center, which bear significantly on the period of Allen Dulles, DCI, and General Cabell, DDCI:

*White House and NSC*

Correspondence with (and about) "White House," 1946-54. (Part of one box, retired October 1960, in accession or "job" no. 61-225).

Later "White House" file, for 1955-59: Two boxes, 22 folders, retired in April 1963, in job no. 63-540. Included is correspondence with (and about?) President Eisenhower (Vice President not mentioned in shelf list); various assistants, including Sherman Adams, Robert Cutler, Harold E. Stassen, Dillon Anderson, Nelson Rockefeller, Wayne Jackson, Col. A.J. Goodpaster; and various committees and staffs, e.g. Net Evaluation Subcommittee in 1956, President's Board of Consultants (on Intelligence?), 1956-68, James Killian as Special Assistant for Science and Technology, 1958-59, President's Council on Youth Fitness, Randall Committee (1954), etc. (There is no complete shelflist of folders.)

Correspondence with other agencies of the Executive Office of the President (in Eisenhower's time), including folders on:

"NSC" file for 1947-53, only: one folder, part of one box retired in October 1960, in job no. 61-226. The later files, if any, are not retired; they may be part of the "White House" files, listed above, or may still be in ER custody.

"Budget Bureau" file or folders, 1955-58, only. Part of one box, retired Jan. 1963 in job no. 63-419; and earlier file, for ~~x~~ years 1947-54 (1 folder, only), retired in job, no. 61-226.

"Office of Defense Mobilization" (ODM) file, 1951-54 only. One folder, ~~part~~ in one box retired in October 1960, in job. no. 61-226.

"PSB" file (Psychological Strategy Board, predecessor of OCB); folders for 1951-53 only. Part of one box, retired Sept. 1960 in job 61-229.

*IRG and USIB member Agencies*

Correspondence with Defense Department and affiliated agencies, up to 1955: one box retired in October 1960, in job no. 61-227, with folders as follows:

"JCS" file, 1947-53

"Army" file, 1953-54

"Navy" file, 1953-55

"USAF" (Air Force) file, 1953-55

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Later correspondence ~~with~~ (and about) DOD agencies, 1956-59, was retired, in two boxes, in April 1963, in job no. 63-538, with some 11 folders for DOD, OCS, IRG, and Joint Staff. (The one seems to have folders)

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DCI's correspondence with (and about) "Department of State," including John Foster Dulles, Herter, and <sup>various</sup> under secretaries and assistant secretaries:

1954 file, retired in October 1960, as part of one box, in job no. 61-225;

1955-59 files, retired in April 1963 in two boxes, 15 folders, in job no. 63-539;

files for 1960-61 are not listed as having been retired; presumably they are still in ER, not yet retired.

Correspondence with other USIB/NSC/<sup>(member)</sup> agencies, 1953-61:

"FBI" file, 1953-55: one folder, only, part of one box, retired October 1960 in job no. 61-226. (Later file, 1956-date, if any, is not yet retired.)

"AEC" file, 1947-54 folder: part of one box, retired in October 1960 in job no. 61-226. Later file, ~~of~~ 1955-date, if any, is not yet retired.

#### Congress

DCI's correspondence with Congressmen (and with Committee staffs too?), 1956-59: 8 folders, in one box, retired April 1963 in job no. 63-537. The later records ~~(and earlier ones)~~ are not yet retired; see also "Legislative Counsel," below, and separate records kept in O/Leg. Counsel.

#### Internal Affairs

DCI's correspondence and memoranda exchanged with (and about?) each deputy directorate, ~~and~~ <sup>and</sup> each major operating office; ~~and~~ these files are organized not topically (by subject), but by ~~an~~ name of directorate or office (and they correspond ~~to~~, to an extent, to each office "registry" ~~in which the corresponding records are, presumably, kept~~):

Correspondence with (and about) DD/I group, 1956-59: in two boxes, in 19 folders, retired in April 1963 in job no. 63-535. There seem to be separate folders for:

DD/I	OBI
ONE	OCR
OCI	OO
ORR	

(There seems to be no folder ~~for~~ for the National PIC, nor for the DD/I's overseas components)

DD/I correspondence for 1960-~~61~~ apparently has not yet been retired; presumably it remains on file in ER, as of now.

DD/P correspondence files: DCI's memoranda and correspondence exchanged with (and about) the DD/P and its major components. The files through 1959 (only) have been retired, thus far, to the Records Center, in two "jobs" retired in September 1960 and January 1963:

"DD/P" folders for 1957, 1958, and 1959

"OPC" folder for 1951

"TSX" folders for 1952-57

Folders for COPS, FI, PP, DDP/P, CDC, IO, and CI Staff, 1958-59

Folders for area divisions EE, FE, NEA, SE, SR, WE, WH, 1958-59

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The DDS-related correspondence files of Allen Dulles, DCI, and General Cabell, DDCI, are organized as follows, and are on deposit in the Records Center (from E.R.) for the years through 1959, only (in jobs no. 63-536, and 63-535), totalling about 1 1/2 boxes of material):

"DD/S" folders, 1955-59  
 "General Counsel", 1958-59  
 "Legislative Counsel," 1956-58, only  
 "Commo", 1955-59  
 "Personnel," 1955-59  
 "Security", 1955-59,  
 "Training," 1955-59

~~Miscellaneous~~ *Other* Files of DCI (probably ~~and~~ dealing both with internal and external affairs):

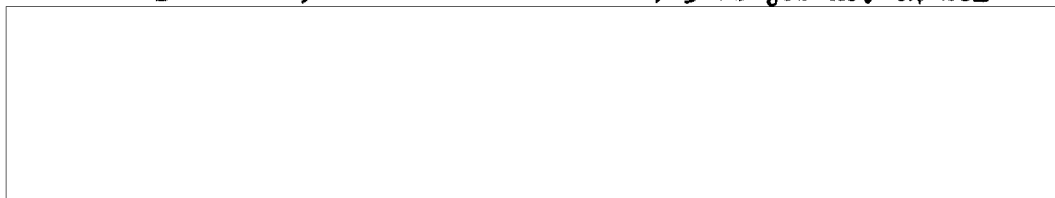
"Memoranda of DCI conversations," 1955-59, Top Secret, retired in 1960 as job no. 60-914. Whether there are later files, for 1960 ff., is not indicated.

Miscellaneous subject files, 1953-60, in four boxes (job no. 64-206, retired in October 1963), including several folders that bear on the year of transition in 1961 (Dulles to McCone):

"Invitations" file, 1961 (folder 1, in box 3)  
 "Organization--CIA", undated (folder 12, box 3)  
 "Memos for the Record," 1961 (folder 5, box 4)

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"DCI Confidential Fund" files, 1950-1961, Top Secret ("eyes only"), totalling one box, retired in October 1963 as job no. 64-201



(and about

"Alphabetical File" (correspondence with individuals by name), filed A to Z by name, and organized in annual files for 1957, 1958, 1959, and 1960 (shelf lists of names <sup>not</sup> present; that is, one must have a name in mind to search the files, or else undertake a separate survey of all the names <sup>to select those that might be</sup> historically important). These files extend in bulk to six boxes, for above four years, and were retired in April and October 1963 in job ~~nos.~~ nos. 61-228, 63-422, and 64-205. Included are both Allen Dulles' and C.P. Cabell's correspondence, so it appears on the ~~list~~ list for job 64-205.

Another alphabetical file, dating from 1952 to 1962 (sic), is entitled Allen Dulles' "personal folders", totalling about 4 boxes of material, retired in January 1963 in job no. 63-421. There is a shelf-list of about 200 names ~~for~~ (4 pages long, on file in ER); most of the names seem to be non-governmental persons, both American and foreign, with whom Allen Dulles presumably had ~~correspondence~~ <sup>correspondence</sup>.

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DCI